

JOB ANNOUNCEMENT

Role Title	Head Cook , Food Service
Job Open Date	October 1, 2015
Job Close Date	Until Filled
Job Type	Full-Time
Hiring Range	\$28,000-36,000 annually – Based on Experience
Agency	Crater Youth Care Commission
Location	Disputanta
Type of Recruitment	General Public
Pay Band	Grade 5
Job Description	<p>Incumbent prepares food for the youth at the Crater Youth Care Commission. Duties include maintaining cleanliness in food preparation and storage areas; preparing daily meals in accordance with the Master Menu and Recipe Compliance; preparing, and serving food within the time requirements set by agency. Duties also include reviewing and recording the quantities of food to ensure proper amounts on hand; storing all foods, cooked and un-cooked, as defined by the Health and Sanitation Guidelines. Employee must demonstrate a thorough level of knowledge, skill and abilities sufficient to regularly perform the full scope of work responsibilities under the general administrative direction of the Food Service Manager.</p>
Minimum Qualifications	<p>Knowledge of overall food service production including correct methods for storage of food products is needed. High school diploma/ equivalent or any combination of education, training, and experience that demonstrates the ability to perform the job will be considered. The ability to read, write, follow, and give directions is also needed as well as the ability to work with all levels of staff.</p>
Preferred Qualifications	<p>High School graduate or GED equivalent preferred. Knowledge of food preparation techniques in a large food service operation. Experience in sanitation procedures for a large food service operation.</p>
Special Requirements	<p>Experience in large-scale food preparation. This position requires standing, walking, and bending throughout the entire work day and the ability to lift, stack and maneuver objects that may weigh 30 to 50 pounds. ServSafe Certification or able to pass certification test within six months</p>
Special Instructions to Applicants	<p>Applicants must submit a State Application and be able to pass a background check.</p>
Contact Information	
Name	Phyllis Smallwood, Phyllis.Smallwood@cyc.virginia.gov
Phone	804-861-0644 ext 101
Fax	804-862 - 2104

Address:

6102 County Drive, Disputanta , VA 23842
(next to Old Petersburg Jail Annex)